

Reporting Monthly Wine Tax on TAP

Once you have registered for account access and logged in you will see the following screen; Click on the WIT Account Link.

The screenshot shows the 'MY ACCOUNTS' section of the TAP system. On the left is a navigation menu with links like Home, Back, Help, Log Off, and View My Profile. The main area displays a table of accounts. A red arrow points to the '005-WIT' account link.

Account ID	Account Type	Name	Frequency	Address	Balance
005-WIT	Wine		Monthly		0.00

Select your WIT account for a list of available periods (shown below). Click the “File Now” link in blue for the month you are reporting tax.

The screenshot shows the 'WINE TAX' section of the TAP system. It displays a table of available periods for filing. A red arrow points to the 'File Now' link for the 30-Sep-2013 period.

Period	Return Status	File Now	Pay	Tax	Penalty	Interest	Credits	Balance	Messages
30-Nov-2013		File Now	Pay	0.00	0.00	0.00	0.00	0.00	File Return
31-Oct-2013		File Now	Pay	0.00	0.00	0.00	0.00	0.00	File Return
30-Sep-2013	Overdue	File Now	Pay	0.00	0.00	0.00	0.00	0.00	File Return
31-Aug-2013	Overdue	File Now	Pay		0.00	0.00		0.00	File Return
31-Jul-2013	Ontime-Processed	View Return	Pay		0.00	0.00		0.00	
30-Jun-2013	Ontime-Processed	View Return	Pay		0.00	0.00		0.00	
31-May-2013	Ontime-Processed	View Return	Pay		0.00	0.00		0.00	
30-Apr-2013	Ontime-Processed	View Return	Pay		0.00	0.00		0.00	
31-Mar-2013	Ontime-Processed	View Return	Pay		0.00	0.00		0.00	

You can now fill in your tax return. You need to complete all required fields before you can submit.

Give us your feedback

Menu

- Home
- Back
- Help
- Log Off
- RunDate: 29-Nov-2013
- Toggle Log

Navigation

- My Accounts
- Account: 1-005-WIT
- Request

Submit

Save and finish later

Cancel

MAIN

Wine Tax Return

To view line item instructions click here

3. Liquor License Number Required

4. Filing Period

6. Change of Address? ☐

New Address

7. Cancel Account?

Final Date

Did you sell wine during this reporting period? ☐

8. Taxable wine liters sold to retailers and consumers

9. Tax - Liters sold to retailers and consumers (Line 8 x .27)

10. Taxable wine liters sold to liquor store agencies

11. Tax - Liters sold to liquor store agencies (Line 10 x .28)

12. Taxable sacramental wine liters sold to religious organizations

13. Tax - Liters sold to religious organizations (Line 12 x .27)

14. Tax Due (line 9 + line 11 + line 13)

15. Penalty

16. Interest Due

17. Total Amount Due (Add lines 14, 15, and 16)

Return Signed by Preparer?

Preparer Title

Phone

Phone Extension

WIT-3 Report

If you have a direct ship endorsement to sell directly to consumers or you are shipping directly to retailers, you must complete the WIT-3 Report by clicking on the blue link.

On this form please list all the sacramental wine or table wine you have shipped to retailers or sacramental wine licensees and sales that were shipped directly to consumers in Montana. When completed select "OK".

Sacramental Wine or Table Wine Liters Sold

Invoice Date	Rtlr Lic Num	Invoice No.	Liters

Table Wine Liters Sold to Consumers

Invoice Date	Consumer Sold To	Street Address	City Shipped To	Invoice No.	Liters

OK Cancel

Now you are ready to "Submit" your return by clicking on the grey Submit button on the left hand side of your screen (see page two for a visual).

After Selecting "Submit" it will bring you to this screen, from here you can select either "Proceed to Pay Online" , "View and Print" or "Ok"

Give us your feedback

Menu

- Home
- Back
- Help
- Log Off

RunDate: 01-Aug-2013

Toggle Log

Navigation

- My Accounts
- Account:
- Request

Ok

View and Print

Proceed to Pay Online

STATUS

Your return for 31-Jul-2013 has been submitted. Your tracking number is 0-724-423-168.

The return will be posted to your account after your request is processed. If your return is submitted after the close of the current business day (6:00 p.m., M-F), it will not be processed until after 6:00 p.m. on the following business day.

If you have any difficulties, or you would like some help then please contact us toll free at 1-866-859-2254 (in Helena 444-6900) or visit <http://revenue.mt.gov/>

Your return indicates that a payment of \$130.00 is due. Click the button below to proceed to make an online payment.

If you select “Ok” you will be returned to the home screen. From there select your WIT account and Click on the “Requests” tab.

Give us your feedback

Menu
Home
Back
Help
Log Off
RunDate: 29-Nov-2013
Toggle Log

Navigation
My Accounts
Account: 3-005-WIT
Make a Payment
Detail

WINE TAX

Acct Id 3-005-WIT
Filing Frequency Monthly
Payment Source Setup
Balance 0.00
Pending Payments + Returns 0.00
Effective Balance 0.00

NAMES AND ADDRESSES
DBA Name Add
Legal Name
Location Address Edit
Mailing Address Add

PERIODS REQUESTS¹ ACTIVITY WEB MESSAGING⁰ LETTERS

ATTENTION NEEDED⁴ ALL PERIODS

PERIODS FROM 29-NOV-2011

Period	Return Status		Tax	Penalty	Interest	Credits	Balance	Messages
30-Nov-2013	File Now	Pay	0.00	0.00	0.00	0.00	0.00	File Return
31-Oct-2013	File Now	Pay	0.00	0.00	0.00	0.00	0.00	File Return
30-Sep-2013	Overdue	File Now	Pay	0.00	0.00	0.00	0.00	File Return
31-Aug-2013	Pending...	View Request	Pay	0.00	0.00		0.00	
31-Jul-2013	Ontime-Processed	View Return	Pay	0.00	0.00		0.00	

If you have filed everything correctly you will see the following screen and a request in Pending Status.

PERIODS REQUESTS¹ ACTIVITY WEB MESSAGING⁰ LETTERS

WAITING TO BE PROCESSED¹ SEARCH

REQUESTS WAITING TO BE PROCESSED

Submitted	Account	Id	Period	Title	Request Status	Tracking #
29-Nov-2013	Wine	-005-WIT	31-Aug-2013	Return for 31-Aug-2013	Pending...	2-133-70